

Employee-Paid Activity Classes on King County Property

Bulletin Number: 2008-0007
Issue Date: 08/08/2008
Revision Date:
Rescind Date:

Purpose and overview

The Healthy Workplace Funding Initiative (HWFI) was created to support employees' efforts to Eat Smart, Move More and Stress Less at their worksite. Funding is provided to worksites at an annual rate of \$25 per benefits eligible employee. Collaboration between managers, supervisors and employees is the basis of a healthy workplace so departments are required to involve employees in determining the most effective use of available funds.

County employees are using funds in various ways to support their health. Many workgroups have chosen to use their HWFI funds to pay for physical activity classes such as yoga, tai-chi, Pilates, etc. These classes are administered in compliance with procurement and facilities use guidelines.

Employees have expressed a desire to continue classes after HWFI funds are expended or augment healthy options by self-organizing and paying for physical activity classes. King County supports such employee efforts to maintain or improve health. Therefore, on a pilot basis, employee-sponsored classes may be held on King County property.

Procedures

Employees may organize and self-pay for physical activity classes led by providers on King County property provided that the following guidelines are met:

- Classes are to be attended by county employees only; no non-employee guests may attend
- Attendance at meetings/ training sessions may not discriminate on the basis of any of the protected groups as defined by ordinance
- Participation is on the employees' own time
- All participants (including the paid instructor) must sign and return a waiver form; parties conducting events in the county buildings assume all financial responsibility for any injuries experienced during the sponsored events/ training; event organizers are responsible for all property loss experienced by meeting attendees as a result of meeting attendance
- Employees hire the instructor directly and are responsible for all costs incurred; King County is not involved in any process of procuring or contracting with instructors
- As a prerequisite to use of county property for classes, instructors or their agency are required to carry Commercial General Liability insurance in the amount of \$500,000 per occurrence/\$500,000 in the aggregate and provide a certificate of insurance evidencing this coverage; instructors will name King County, its officers, officials, agents, and employees as additional insureds
- Employees who facilitate these classes may not financially benefit directly or indirectly from the instructor's hiring agreement
- King County rooms may be reserved for this purpose; rooms must be reserved following normal room reservation systems; conference room managers have the authority to determine if activities are appropriate for the space requested
- Rooms must be used in a manner respectful of ongoing county business and county property; if a conflict for room time arises, county business takes priority over physical activity classes
- All permissions for building use shall be for specific dates; no "open ended" permissions will be provided

- Use of the building shall be restricted to provision of services; it shall not be expanded to such uses as sales or promotions of goods or products
- Any room preparation and return to regular use (moving of tables, chairs etc.) should be done by class attendees
- County employees may use county-provided bulletin boards to promote attendance at these classes; all promotion must relate to classes held on King County property – no advertisement of services available offsite will be allowed

Classes taught by county employees on county property are permissible where the employee volunteers to lead the class. Employee-led classes are subject to the same rules regarding room use as set forth above. Employees are not allowed to charge for teaching classes on county property and must teach classes on their own time. Employees who charge for teaching classes must take such activities off county property and may not advertise their services using county property or equipment (including bulletin boards).

Questions/Comments

Refer all questions or comments the Health Matters Team at: 206-205-5017 or health.matters@kingcounty.gov